

# Town of Blacksburg

---

BLACKSBURG  
VIRGINIA



*A Special Place...  
For 200 Years*

July 2, 1999

Dear Property Owner:

The Town Council adopted ordinance 1219 on Tuesday, June 8, 1999. This ordinance establishes a Neighborhood Conservation District plan that requires rental properties in the Neighborhood Conservation District to be registered annually and inspected every 3 years.

The neighborhood conservation district will include all properties zoned R-4, Low Density Residential and the Single Family portions of areas zoned PR, Planned Residential. Together, these areas comprise the traditional single family neighborhoods of Town.

## **ORDINANCE 1219 IMPLEMENTS RENTAL PROPERTY PERMITTING PROGRAM, ADOPTED JUNE 8, 1999**

This ordinance requires you to register your property with the Town if your property is rented, or if you rent rooms within your home to two individuals unrelated to you. The initial registration is required by September 1, 1999. There is no fee for the registration. The registration form is attached.

The purpose of the registration is:

- to track the number and location of rental properties,
- to attain a contact name, address, phone number, and email for rental properties that can be used to resolve any issues arising relating to the property, and
- to improve awareness and enforcement of occupancy limits within single family neighborhoods.

This ordinance requires Town Inspectors inspect all rental properties once every three- (3) years for compliance with the Property Maintenance Code (BOCA). The property maintenance code does not require that properties be brought into compliance with new construction building codes, but does require that residential properties be maintained in accordance with the codes in effect at the time they were built, and that basic life safety provisions be met.

**Educational forums, open to the public, will be held beginning in November 1999, on the Property Maintenance Code requirements. The Town inspectors will present this information and answer questions and concerns on the code and this program.**

The purpose of the property maintenance inspection is to:

- identify and upgrade substandard living conditions, to ensure safe living conditions
- identify building maintenance needs periodically with property managers and landlords, and
- provide proactive enforcement of building maintenance in single family neighborhoods.



---

300 South Main Street ♦ Post Office Box 90003 ♦ Blacksburg, Virginia 24062-9003

There is no fee for the property maintenance inspection, nor for a re-inspection to determine that any violations found have been corrected. There will be a \$100 fee for a second and subsequent re-inspections of the same violation. We will begin scheduling inspections of the registered rental units in January 2000. It will take approximately three years to inspect each unit.

The rental permitting program is one of the three components of the Neighborhood Enhancement Program being implemented this year. The overall program is described on Web Page <http://www.blacksburg.va.us/pande/nep/index.html>. The other two components are:

**Neighborhood Planning:** Town wide, comprehensive planners will work with any neighborhood group or organization to identify their concerns, needs, or issues. This program will work with the neighborhood to accomplish these goals, bringing to the neighborhood the resources or options available to meet the needs. The perspective from the neighborhood on issues affecting quality of life in the neighborhood and in Town will be the basis of the 2001 Comprehensive Plan Update.

**Proactive Code Enforcement:** Town wide, inspectors will work with property owners to correct violations of Town, building maintenance, and zoning codes in a more progressive, timely and effective manner. This program element puts higher priority, and staff resources, to enforcing the Codes that are currently in place to address nuisances, weed and debris cleanup, abandoned vehicle removal, major property maintenance issues, and related concerns.

**ADDITIONAL INFORMATION ON THIS PROGRAM IS AVAILABLE:**

**Rental Permit Program and Proactive Code Enforcement**

Call Kim Alene Kirk, Neighborhood Enhancement Program Coordinator

951-4347 or email [kkirk@bev.net](mailto:kkirk@bev.net)

Review Web Pages at <http://www.blacksburg.va.us/pande/nep/rental.html> and

[http://www.blacksburg.va.us/pande/nep/proactive\\_enforcement.html](http://www.blacksburg.va.us/pande/nep/proactive_enforcement.html)

**Neighborhood Planning**

Call Darren Coffey, Assistant Comprehensive Planner

961-1184 or email [dcoffey@bev.net](mailto:dcoffey@bev.net)

Review Web Page at [http://www.blacksburg.va.us/pande/nep/neighborhood\\_program.html](http://www.blacksburg.va.us/pande/nep/neighborhood_program.html)

Sincerely,



Adele Schimer, Director  
Planning and Engineering Department

## Rental Property Registration

Property Address:

Owner's Name:

Owner's Address:

Phone Number:

Email:

Does the owner reside on the property?

Yes \_\_\_\_\_

No \_\_\_\_\_

If applicable:

Property Manager:

Property Manager Address:

Phone Number:

Email:

Please Describe the Dwelling Unit(s) on the Property: *(Please select only one description)*

a) **Single Family Home** \_\_\_\_\_ Does a family reside in the home? Yes\_\_ No\_\_  
if yes, how many persons unrelated to that family also reside in the home? \_\_\_\_\_  
if no, how many persons (occupants) reside in the home? \_\_\_\_\_

b) **Home with Accessory Apt(s)** \_\_\_\_\_ Does a family reside on the property? Yes\_\_ No\_\_  
if yes, how many persons unrelated to that family also reside on the property? \_\_\_\_\_  
if no, , how many persons (occupants) reside in the home? \_\_\_\_\_

c) **Multi Unit Apartment** \_\_\_\_\_ Year Constructed or Converted to Apts \_\_\_\_\_  
Number of Dwelling Units on the Property \_\_\_\_\_

Maximum # of persons (occupants) within each unit, if not occupied by a family \_\_\_\_\_

Maximum # of unrelated persons *in addition to a family* within each unit, if the unit is occupied by a family \_\_\_\_\_

Signature of Person completing Form \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Owner or Agent?

\*\*\* Please note that the maximum occupancy in these zoning districts is three unrelated people, or if the structure is occupied by a family the maximum is a family plus two unrelated people. \*\*\*\*\*

\*\*\*Please note that the maximum occupancy of a property which contains one or more accessory apartments is limited to the same occupancy limit **per property** as stated above. An **accessory apartment** is a secondary dwelling unit or units established in conjunction with and clearly subordinate to a primary dwelling unit, whether part of the same structure as the primary dwelling unit or a detached structure or structures on the same lot.

\*\*\* Please note that an occupant is defined as a person who, on a regular basis spends nights at a residence. A person is considered an occupant regardless of whether they spend the majority of their nights at a residence, if the times they do stay overnight are regular and recurrent. In addition, a person shall be considered an occupant if their clothes or other daily living supplies are maintained at the residence. \*\*\*\*\*

\*\*\*Please note that providing false information on the rental registration or rental of a dwelling unit within this district without a rental permit would be a Class I Misdemeanor, maximum fine \$2500 and or 1 year in prison\*\*\*\*\*